

**Minutes  
Windsor Town Council Meeting  
Town Hall  
January 8, 2019**

The Windsor Town Council met in regular session on January 8, 2019 at 7:00 p.m. in the Council Chamber of the Windsor Town Hall, Windsor, Virginia. Mayor Glyn Willis was present, and he called the meeting to order. He welcomed those who were present. He asked for anyone with cell phones to please turn them off. He asked the Clerk to call the roll. Terry Whitehead, Town Clerk, recorded the minutes. Michael Stallings, Town Manager, Chief Riddle, Christy Jernigan, Town Treasurer, and Wallace W. Brittle, Jr., Town Attorney, were present.

Council members present:           Durwood Scott  
  Greg Willis  
  Walter Bernacki  
  Kelly Blankenship  
  J. Randy Carr  
  George Stubbs

Vice Mayor Scott led the Pledge of Allegiance.

**Swearing in of the Newly Elected Council and Mayor**

Sharon Jones, Isle of Wight County Circuit Court Clerk, was present to swear in the newly elected Council members and Mayor. Councilwoman Blankenship, Councilman Carr, Councilman Stubbs, and Mayor Willis were sworn in by Mrs. Jones.

**Public Hearing**

None

**Delegations, Public Comments and Citizens' Concerns**

None

**Consent Agenda**

Mayor Willis said the Consent Agenda consists of the minutes of the December 11, 2018 Council meeting and the Police Chief's report. He asked if there were any questions or comments regarding the Consent Agenda.

Councilman Greg Willis made a motion to adopt the Consent Agenda. Councilman Bernacki seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #1.

**Treasurer's Report**

Mrs. Jernigan said the Treasurer's report for the month of December is before Council for review. She asked if there were any questions.

Councilman Greg Willis asked if the 2017-2018 audit will be presented at the February 12, 2019 Council meeting. Mrs. Jernigan explained that the holidays have affected the completion of the audit, but it seems to be on target to be presented at the February Council meeting. She said that a draft copy of the audit will be sent to Council for review before it is presented at the Council meeting.

Councilman Bernacki asked what the Kimley-Horn and Fidelity Power Systems accounts payable transactions were. Mr. Stallings explained that Kimley-Horn is the planning and design engineering consultants working on the Church Street/Shiloh Drive sidewalk project. He said this transaction was payment for their last invoice. Mr. Stallings also explained that Fidelity Power Systems maintains all the generators for the town, and this payment was for their annual maintenance contract.

Vice Mayor Scott made a motion to approve the Treasurer's report. Councilman Carr seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #2.

### **Council's Discussion of Citizens' Concerns**

Councilman Stubbs said he was approached by a citizen regarding inoperable vehicles located on Bank Street. Mr. Stallings explained that some vehicles on Bank Street have already been issued violation letters, but he would have Mr. Sullivan, Planning and Zoning Administrator, check into this matter.

Councilman Bernacki said a couple of citizens expressed their concerns with the town center being closed during a recent visit. He said they were under the impression it was going to be staffed and open the beginning of January, 2019. Mr. Stallings explained that Isle of Wight County hired someone to work at the facility, but she is on maternity leave. He said they are in the process of hiring someone else to fill this position, and this person should be on staff by mid-February, 2019. Mr. Stallings said the general operating hours will be from 12:00 p.m. to 8:00 p.m., and special programs will be scheduled accordingly.

### **Town Manager's Report**

#### ***Appointment of Planning Commissioners***

Mr. Stallings said with the results of the November Town Council election, as well as the end of the temporary appointment of Greg Willis to the Planning Commission, Town Council must appoint two new Planning Commission members. He said there were seven candidates, and their bios are enclosed in the Council packets. He said Town Council also needs to select a Council member to represent Council on the Planning Commission. He explained that since Councilman Stubbs is currently on the Planning Commission, Council may elect to have him remain on the Planning Commission as Council's representative.

Mayor Willis proposed that Council consider the appointment of the two new Planning Commission members in closed session.

After further discussion, Councilman Greg Willis made a motion to have Councilman Stubbs remain on the Planning Commission as Town Council's representative. Vice

Mayor Scott seconded, and Council unanimously passed the motion, with Councilman Stubbs abstaining, as recorded on the attached chart as motion #3.

### ***Appropriation of Donated Funds***

Mr. Stallings reported that the police department has received donations to assist in the annual Town of Windsor Toy Drive. Mr. Stallings recommended that Council adopt the enclosed resolution appropriating \$250 received in donations since the last Town Council meeting.

Mayor Willis read the title of the resolution as follows: "A resolution appropriating the sum of \$250 in funds donated to the Town of Windsor to the General Fund of the Town of Windsor's Operating Budget for fiscal year 2018-2019."

Councilman Stubbs made a motion to adopt the resolution entitled: A Resolution Appropriating The Sum Of \$250 In Funds Donated To The Town Of Windsor To The General Fund Of The Town Of Windsor's Operating Budget For Fiscal Year 2018-2019. Vice Mayor Scott seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #4.

### ***Duke Street and Virginia Avenue Water Line Project***

Mr. Stallings explained that back in December of 2017, Town Council entered into an agreement with Bowman Consulting to provide "on-call" engineering services to the Town. He said this year's Water Fund CIP contains \$300,000 for the construction of the Duke Street/Virginia Avenue water line project. He said this project will upgrade the existing 4" lines on Duke Street to 8" lines and upgrade the 4" lines on Virginia Avenue to 6" lines. He said this project will increase capacity in these areas, replace aging lines, and provide fire protection where there currently is none.

Mr. Stallings reported that Bowman Consulting has submitted a proposed work order that will provide all needed engineering work through design, bidding, and construction of the project in the amount of \$47,000.

Mr. Stallings recommended that Council authorize the Town Manager to execute this work order so that this work can proceed.

Council continued to discuss the total cost of the project and the estimated completion date of the project.

Councilman Bernacki made a motion to authorize and direct the Town Manager to execute the work order with Bowman Consulting for the design and construction administration services related to the Duke Street and Virginia Avenue water line project. Councilman Stubbs seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #5.

### ***Budget Calendar***

Mr. Stallings reviewed the draft budget calendar for 2019. He said there will be a work session on Tuesday, January 22, 2019 at 5:00 p.m. to brief Council on the year-to-date revenues and expenses.

### ***Action List***

Mr. Stallings reviewed the Action List for the month of December with Council. Mayor Willis asked for an update on the Church Street/Shiloh Drive sidewalk project. He also asked for an update on the Bank Street railroad crossing repairs.

Mr. Stallings said the Church Street/Shiloh Drive sidewalk project is on schedule to go to bid in the spring of 2019, and construction should begin in the summer of 2019. He reported that the original cost of the project was approximately \$547,000, and the town has been awarded approximately \$300,000 in revenue sharing funds from VDOT.

Mr. Stallings said he has reached out to a local Norfolk Southern representative numerous times to get an updated schedule for the repair work needed to the Bank Street railroad crossing and has not received a response. He said his next plan of action is to reach out to upper level representatives.

Vice Mayor Scott asked for an update on the preliminary report completed by the engineers regarding the drainage issues within the town. Mr. Stallings said he has received a draft report and is planning to have the report presented at the February 12, 2019 Council meeting.

Mayor Willis asked if Council could receive a copy of the draft report for review before the presentation. Mr. Stallings said he would make sure that Council has a copy of the report for review before the presentation takes place.

### ***Calendar of Events***

Mr. Stallings reviewed the Calendar of Events with Council. He noted that state representatives will be conducting a public information meeting regarding the Juvenile Justice Center from 3:00 p.m. to 5:00 p.m. and from 6:00 p.m. to 8:00 p.m. at the Windsor Town Center on January 10, 2019.

Mayor Willis encouraged everyone to attend one of the public information meetings regarding the Juvenile Justice Center and take the opportunity to ask questions and become more informed.

### **Town Attorney's Report**

None

### **Mayor's Report**

None

### **Economic Development Authority (EDA) Report**

Vice Mayor Scott said there will be an EDA meeting in the month of February, 2019.

Mr. Stallings reported that Mr. Sullivan has been interviewing business owners within the town and is preparing a marketing analysis report from the data he has received. He said the report will be presented to the EDA and to Town Council when it is complete.

Councilman Bernacki said he has also spoken with several business owners. He said he would like to meet with the EDA and discuss his findings and propose forming a small business taskforce in an effort for the town to become more business friendly.

### **Other Reports**

Councilman Bernacki reported that the Windsor Volunteer Fire Department has received its BLS Non-Transport EMS license and will be working with the Windsor Rescue Squad when needed to help better assist the citizens in the community.

### **Old or Unfinished Business**

None

### **New Business**

#### ***Recognition Dinner***

Mr. Stallings said it is customary to have a recognition dinner for former Council members who have served the town for numerous years. He asked Council if they would like staff to proceed with planning a recognition dinner for the four members who recently went off Council. He said this is for Council's discussion.

After discussion, Council agreed to have Mr. Stallings present an anticipated cost for a recognition dinner to be discussed at the January 22, 2019 work session.

#### ***Planning Session***

Town Council discussed scheduling an annual planning session. Mayor Willis explained that the purpose of the meeting will be to discuss town objectives, set project priorities, and to define a long term vision for the town. Council agreed by consensus to have Mr. Stallings start the process of scheduling an annual planning session.

### **Closed Session**

Councilman Stubbs made a motion to go into closed session pursuant to Virginia Code Section 2.2-3711 for A-1, to discuss perspective Planning Commission members. Councilman Bernacki seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #6.

Councilman Stubbs made a motion to go back into regular session. Councilwoman Blankenship seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #7.

Councilwoman Blankenship made a motion pursuant to Virginia Code Section 2.2-3712, Subsection D, that Council discussed only public business matters lawfully exempted from open meeting requirements, and that Council heard, discussed, or considered only such business matters as were identified in the motion that Council passed to go into closed session. Councilman Greg Willis seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #8.

Councilman Greg Willis made a motion to adjourn. Vice Mayor Scott seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #9.

The meeting adjourned at 8:40 p.m.

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Glyn Willis, Mayor

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Terry Whitehead, Town Clerk

TOWN OF WINDSOR  
 RECORD OF  
 COUNCIL VOTES

Council Meeting Date January 8, 2019

Motion #	Scott	Greg Willis	Bernacki	Blankenship	Carr	Stubbs	Glyn Willis
1	Y	Y	Y	Y	Y	Y	
2	Y	Y	Y	Y	Y	Y	
3	Y	Y	Y	Y	Y	abstain	
4	Y	Y	Y	Y	Y	Y	
5	Y	Y	Y	Y	Y	Y	
6	Y	Y	Y	Y	Y	Y	
7	Y	Y	Y	Y	Y	Y	
8	Y	Y	Y	Y	Y	Y	
9	Y	Y	Y	Y	Y	Y	
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Jerry Whitehead, Clerk